

applytoeducation

Questions? Contact 1877 900 5627 or email info@applytoeducation.com 5:30 am to 5:00 pm MST (M-F)

How Do I register As An External Applicant?

- Go to www.applytoeducation.com
- Click on 'Login/Register'
- Select your **Position Category** (e.g. **Teacher, Support, Management**)
- Create your username and password and provide your contact information
- Once logged in, customize your portfolio by completing all sections (Cover Letter, Resume etc)

If you have not completed a section in your application, a message will appear in your **Account Summary Page** when you log into your account.

How Do I Complete My Application?

- ✓ To make yourself visible to Grande Yellowhead Public School Division, purchase a credit towards them in the **Purchase Credits** section in your account.
- ✓ Go to the **Who Can View My Portfolio** page and click FT, PT or CT or **Edit Preferences**

How Do I Apply to Job Postings?

1. Log into your account from www.applytoeducation.com
2. Click **Search Jobs** under the **Job Postings** section.
3. Click on the [+] beside the Province to view the regions.
4. Click on the [+] beside the region of interest to select the school board of interest.
5. Click the **Search button at the bottom of the page.**
6. Select the **Position/Subject** of the job posting of interest.
7. Answer any job posting related questions and click the **Apply** button on the bottom right-hand corner.

Note You can upload a resume and cover letter specific to the posting before you click the **Apply** button.

How Do I Sign Up to Receive Job Alerts?

1. Log into your account
2. Click **Search Jobs** under the **Job Postings** section.
3. Click on the [+] beside the Province to view the regions.
4. Click on the [+] beside the region of interest to select the school board of interest.
5. Click the **Search button at the bottom of the page.**
6. On the next page, click **YES** to **Save Search** and **YES** to **Job Alert.**
7. **Name** your search (this doesn't affect the jobs you are sent) and click **Save.**

How to confirm that you've applied to a job

- ✓ You will get a pop-up confirmation letting you know that you've applied
- ✓ You will receive an email confirmation
- ✓ Posting will appear in your '**Job Application Log**' in the '**Job Postings**' section in your account